

### **Overview:**

This procedure details how to correctly enter information recorded on field sheets during hydrology inspections into the Logsheet Loader.

### **Getting Started & Basic Information:**

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Logsheet Loader Entry Screen

1. Enter the Logsheet Loader.

### NOTE: ONLY ONE PERSON CAN BE IN THE LOGSHEET LOADER AT A TIME

The user can also view all the loaded inspections for a site by entering the site name into the 'Hilltop SiteName' drop down menu and clicking 'All Site Inspections' on the main page.

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V Paste V Format Painter	<sup>1</sup> Ascending <sup>1</sup> Selection* <sup>1</sup> Advanced* <sup>1</sup> iffer <sup>1</sup> Sort&Filter <sup>1</sup> Sort <sup>1</sup> Sort <sup>1</sup> Sort <sup>1</sup> Sort <sup>1</sup>	
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HYD: Site Ins	pections 🛛 🔍 🖉	
<ul> <li>ID</li> <li>Sitename:</li> <li>LogSheet_ID</li> <li>Inspection_Date</li> <li>Inspection_Time</li> <li>Weather:</li> <li>Inspection Staff:</li> <li>SOE Inspection</li> <li>Inspection_Comment</li> <li>Inspection Water leve</li> <li>Inspection Water Tem</li> <li>Inspection Rainfall</li> <li>Inspection Water Qua</li> <li>Inspection Turbidity</li> </ul>	(New)       Image: Saving Starts:         0       Saving Starts:         1ulian Day:       Check LogSheet Valve         1ulian Day:       Check LogSheet Valve         1ulian Day:       Check LogSheet Valve         ##/##/##       Ends:         ########       Check Times         Image: Sample Number:       River Colour         Image: Sample Number:       River Colour         Image: Sample Number:       Non_Conformance         Image: Non_Conformance       Image: Sample Nument	
Logger Information Pu	mp Systems Survey - Calibration Log an Issue	

Blank Logsheet Loader Inspection main page. Pencil symbol (circled in red) brings up blank Inspection

2. Click the 'Add Record' button to create a new Site Inspection in the Logsheet Loader. This will bring up a blank Site Inspection form as shown above

When entering the Logsheet Loader it will bring up the first completed Log Sheet form; do NOT overwrite this file

**3.** Enter the Site Name, Logsheet ID, Inspection Date, Inspection Time, Weather and Staff member who did the inspection into the boxes provided (1-6)

Do <u>NOT</u> type in the Logsheet ID number if the Site Inspection is on an Office chit – Leave blank

The Julian Day and Logger Time will be automatically generated from the Inspection Date and Inspection Time typed in.

### All times are recorded in 24 hour time

# MAKE SURE THE JULIAN DAY MATCHES THE VALUE RECORDED ON THE CHIT WITH THE LOGSHEET LOADER GENERATED DAY



If Julian Day matches tick the day on the Inspection Chit – if not inquire with Staff member who conducted inspection on what is correct date/day

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Issue Date: 02/03/2011	horizona Conder Log Sh		File Home Create External Data Database Tools
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Data Dowrload YES(NO)	File Name:	To Laptop:	HYD: Site Inspections
Initial Check / Start of Gauging	Final Check / Finish of Gauging	Gauging Results	
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Handheld Meter Used: Pro2	NO YES: At Site	YES: At Office	
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Water Temperature : 12.6	°C Water Temperature : 12-60	o no sue	Inspection Staff:
Barometric Pressure: 1006.D	mbars Barometric Freesure:mt	Pers / NO	
Dissolved Oxygen %: 77.0	% Dissolved Ozygen %: 28.7	%	SOE Inspection 👌 🗆 Sample Number: 🔄 River Colour 7
Dissolved Oxygen ppm: 10.45	mg/Litre Dissolved Ozygen ppm; 10-63mg/L	ibe YES / NO	Inspection_Comment
Specific Conductivity: 178.>	µS/cm Specific Conductivity:µS	/cm YES / NO	11
pH:/.6.0	pH:	VES / NO	1
500	- Soli Moisture:	<b>*</b>	
lalize Tatkith	Sensors Cleaned: YES / NO	Discoloured / Clear	Respection Water level Battery Voltage
Greenspar High:	NTU Greenspen Low:	TU Turbelity:	5 Inspection Water Temperature
			Non_Conformance
	Red Light <1000 LAB Red Light >1000 LAB White Light	ht <1000 LAB LAB Sediment (mg/L)	Non Con ID:
	ISO IURDIDITY (PND) ISO IURDIDITY (NTD) EPA IUR	SS SSC	inspection Water Quality
River Sample No:			Inspection Turbidity
Pump Sample No:		•	Logger Information Pump Systems Survey - Calibration Log an Issue
Check Gauge: D	ipstick Primary: ÷2 Backup:	mm	Logst mornation ramp specing sarrey dataration top ansate
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Pump Bios - Arrival	Comments:		Logger Version
Working Correctly: (YES) / NO	Set classed that T	20	Logger Signature
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Working Correctly: (YES) / NO	, where shall	17	Water Level Water Temperature Rainfall Inspection Water Quality
Pump Pressure:			rate temperature names napedient matter quarty
Flow Rate:		10	
			Record: M 1 6590 07 6590 P P PC W Unfiltered Search
			Future view

Left: Field Inspection Chit (Chit). Right: Blank Logsheet Loader Inspection.

- **4.** If the Inspection is at a site on a river the colour needs to be noted (either Clear or Discoloured [7])
- 5. If a SOE Inspection is carried out the 'SOE Inspection' tick box needs to be ticked along with the 'Sample Number' box filled out if it is noted on the Chit (8). Not all Field Inspection Forms have a 'SOE Inspection' option to circle so may have noted in the 'Comments' section if a SOE was carried out or if a Turbidity sample was taken. A 'Turbidity' Inspection will also need to be filled out (see Turbidity Inspection Section).
- 6. If the Battery voltage is noted, it should be entered in the 'Battery Voltage' box (9).



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- **7.** If a Non Conformance Report has been associated with an inspection, the 'Non\_Conformance' box should be ticked with the NCR number typed in if noted (10).
- 8. Information that is applicable to the whole site that is recorded on the Chit should be typed into the 'Inspection\_Comment' box in the centre of the Logsheet Form (11). This includes but is not limited to: power issues (Logger lost power, Mains power failure etc.), cables/rewiring (site rewired, loose cables to instruments etc.), site upgrade (site moved, new instrumentation installed [specific information recorded in 'Instrumentation' Section] new fencing etc.) programme change (include programme name) damage to site (vandalism, storm/flood event etc.)

*If unsure where to record information from the Chit into the Logsheet Loader the default is to record it in the 'Inspection\_Comment' box – ALWAYS transfer all information recorded on the Chit into the Logsheet Loader* 

If the Site Inspection was conducted from the Office (i.e. using an Office Chit form) record this in the 'Inspection\_Comment' section

Information for 1-6 are required to be filled out for a Hydro inspection; if any of these fields are blank seek the person who completed the inspection to obtain the required information. If the Staff Member is not recorded go to the Co-ordinator of the region the site is situated in to deduce who was at the site during the time of Inspection.

Exception: If a chit is not used it still needs to be entered to make sure no site inspections are lost. In this case type in the 'Inspection\_Comment' box CHIT NOT USED – no other fields need to be filled out.

### **Downloads & Logger Information:**

- Tick the 'Logger Downloaded' box if during the Site Inspection a download was carried out (including if only a partial download was completed). Record in the 'DL\_name' box the name of the download. This usually will end in 'xxx.dat' though may only be the site name or TIDEA date. In the 'Laptop' box type whose laptop was used for the download (if noted).
- 2. If a programme change occurred or new software was loaded tick the 'Logger New Software'.

If a download <u>and</u> programme change occurred during the same inspection record the new program name in the 'Inspection\_Comment' box.

**3.** Record the Logger Version and Signature in the 'Logger Version' and 'Logger Signature' boxes respectively if recorded on the Field Inspection Chit.



Left: Field Inspection Chit showing Logger download information to be entered into Logsheet Loader Inspection (Right)

### Water Level inspection:

- **1.** Select the 'Inspection Water Level' tick box in the Logsheet Loader. This brings up the area where the Water Level Inspection data needs to be recorded.
- 2. From the Field Inspection Chit enter the Logger time of Water Level Inspection, ESG, +/error, EPB, Logger and Backup value (if applicable). Tick the box if a purge was carried out along with the time of purge. Tick the box if a gauging was conducted.

If more than one Water Level Inspection was conducted and a Purge was carried out tick the 'Purge' box for the inspection that was done after the event e.g. if two inspections, one at 10:00 and the other at 10:15 with a purge done at 10:10, associate the purge with the 10:15 inspection.

If a Gauging was conducted and the time of the Gauging is <u>not</u> noted on the Field Inspection Chit associate the Gauging with the last inspection carried out.

3. In the 'WL\_Comment' Box it is <u>very important</u> to note anything on the Chit that is related to the recording of Water Level at the site. This includes but is not limited to: comments about the orifice (dirty, cleaned, broken, raised/lowered etc.), objects in the river (vegetation, tree causing blockage, bank slippage upstream/downstream etc.), ESG condition (sloping, hard to read, surging water around it etc.), instrumentation change (new Sutron, Handar etc.), compressor (changed, moved, stopped working, contains water etc.), surveyed (if surveyed record Logbook & pg no. used). Also if there is a Backup value recorded it is important to



note what it is (e.g. NIWA value, Handar, Radar). If a gauging was carried out and the Discharge value is written on the chit this is also noted in the comments section (e.g. Q = 3.524 cumecs).

**4.** Once all the information regarding Water Level on the Chit is entered the 'Load to Hilltop' button needs to be clicked for the information to be loaded to Hilltop. Once successfully loaded to Hilltop the 'Load Check' box will become ticked.

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	Emptied: YES / NO Tips Between:&  Fire Weather Logger: Wind Speet Handheld Check: Wind Speed: Pump Rig: - Arrival Working Correctly: YES / NC Cuvette Cleaned: YES / NC Pump Rig Pum		+2 Backup: mm S.M.: NO Clean: YES Yo Humidity:% humidity:% Ai council the solution		t: YES / NO YES / NO ℃

Field Inspection Chit with information needed for a Water Level Inspection circled red.



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Field Inspection Chit with information needed for a Water Level Inspection circled red.

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			Load to hillto	op Backup:	A	VG WL					+/-,		

Blank Field Inspection Chit with information needed for a Water Level Inspection circled red.

### Water Temperature Inspection:

- **1.** Click the 'Inspection Water Temperature' tick box in the Logsheet Loader Form. This will bring up where the Water Temperature information is recorded.
- **2.** The Logsheet Loader will automatically fill in the time that was entered as the initial inspection time for the Field Inspection; if this is incorrect, change the time accordingly.

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- 3. Select the Handheld that was used to measure the Water Temperature –if this is not noted on the chit return to the person who carried out the inspection. If it was calibrated select this option from the 'Calibrated' dropdown menu. This should be recorded on the chit. If it is not, select the 'Blank option'. All SOE inspections have the Handhelds calibrated before use.
- 4. Enter the recorded Handheld Water Temperature value into the 'WT\_Check' box and the Logger Water Temperature value in the 'WT\_LoggerValue' box; the Hilltop value will automatically generate along with a QC based on the differences between the values
- 5. In the 'WQ\_Comment' box it is <u>very important</u> to record anything noted on the Chit that is relevant to Water Temperature measurements. This box is also shared with the 'Water Quality' information so will show up in both sections of the Logsheet Loader'. This includes but is not limited to: comments on sensor condition (blocked, buried under gravels, dirty, damaged etc.), vegetation (covered in weeds, logs etc.), instrumentation (changed, not working, has been shifted etc.), location of measurement.
- 6. Once completed click the 'Load to Hilltop' button.
- **7.** If another Water Temperature reading was taken click the 'Add record' button (pencil button) to create another entry and repeat above steps.

### Water Quality Inspection:

- 1. Click the 'Inspection Water Quality' tick box in the Logsheet Loader Form. This will bring up where the Water Quality information is recorded.
- **2.** The Water Temperature values, Handheld, Calibration information and comments will already be populated in their fields.
- **3.** If the same handheld was used to record the Water Quality values as the Water Temperature then continue to fill out the boxes associated with those recorded on the Chit (if they occurred at the same time); however if a different handheld was used or they were measured at a different time click the 'Add record' button (pencil button) and fill out the Water Quality sample time, Handheld used and if calibrated.
- 4. In the 'WQ\_Comment' box it is <u>very important</u> record anything noted on the Chit that is relevant to Water Quality measurements. This box is also shared with the 'Water Temperature' information so will show up in both sections of the Logsheet Loader. This includes but is not limited to: comments on sensor condition (cleaned, blocked, buried under gravels, dirty, damaged etc.), vegetation (covered in weeds, logs etc.), instrumentation (changed, not working, has been shifted etc.) stirred/unstirred values, location of measurement. . \*Stirred value entered into Logsheet Loader, unstirred value entered into Comments Section
- 5. If another Water Quality reading was taken click the 'Add record' button (pencil button) to create another entry and repeat above steps.



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## Logsheet Loader SOP

CALIBRATED BEFORE USE (CIRCLE): 02 Handheld N NO YES: At Site Used YES: At O Id Re Logger Results Calibrated 12.6 12.60 300 °C Water Temperature : °C oerature 1006.0 1009 mbars Barometric Fressure: YES Baror mbars NO 99.0 28.7 Die ed Oxygen % % Dissolved Oxygen %: % 10.45 mg/Litre Dissolved Oxygen ppm: 10-63 ed Oxygen ppm: mg/Litre YES / NO 178.5 129 fic Conductivity: µS/cm Specific Conductivity: µS/cm YES / NO 7. 60 7.68 pH: YES pH: Soil Moisture: 96 YES / NO **Turbidity Sampled:** Sensors Clean YES / NO Discoloured / Clear WTW High: Inline Turbidity: \_ NTU FNU WTW Low: FNU Greenspar High: NTU Greenspan Low: NTU \_\_\_\_ Turbidity: LAB Sediment (mg/L) Red Light <1000 LAB Red Light >1000 LAB White Light <1000 LAB ISO Turbidity (FNU) ISO Turbidity (NTU) EPA Turbidity (NTU) SS SSC River Sample No: Pump Sample No: Check Gauge: Dipstick Primary: ÷2 Backup: mm Flask mm S.M.: Zeroed: YES / NO 96 YES / NO Emptied: YES / NO YES / NO YES / NO Clean: Clean: Clean: Tips Between: Tips: 8 Tips: Fire Weather Logger: Wind Speed: m/s Relative Humidity: % Air Temperature @ 1,5m °C % Air Temperature @ 1.5m Handheld Check: Wind Speed: \_ m/s Relative Humidity: °C Pump Rig: - Arrival Comments: OF Working Correctly: (YES) / NO 000-00 YES / NO Cuvette Claaned: YES / NO Pump Rig Purged: Pump Rig: - Departure Orpas Working Correctly: YES / NO Pump Pressure: Flow Rate:\_\_\_

Field Inspection Chit with Information cirected in red for Water Temperature and Water Quality



## Logsheet Loader SOP

spection_Site 🗐 HYD_Inspection_WTemp	EXIT
eachers College 11/09/2013 15:00	WQ_ID (New) INS_ID 4970
Yes: At Office  WT_LoggerValue WT_HilltopValue	Diff Quality Code 600
	Load to Hilltop
	spection_Site  HYD_Inspection_WTemp Inspection Water Temperatur  acchers College  11/09/2013 15:00  Yes: At Office WT_LoggerValux WT_HilltopValue

### Blank Logsheet Loader Water Temperature Inspection

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Date	11/09/2013					INS_ID
Date	11107/2013					
WQ_Time	15:00					
WQ_Handheld	YSI Pro 2	•				
Calibrated	Yes: At Office +					L Hilling Mater
		WT Loss Male	10.1	166	0	Ηιατόρ ναιο
WI_Check	12.6	w I_Logger value	12.6 L		0	
WT_YSICheck						
BP_Check	<mark>1</mark> 006	BP_LoggerValue	1004	Diff	2	
DOP_Check	99	DOP_Logger	98.7	Diff	0.3	
DOC_Check	10.45					
COND_Check	178.5	COND_Logger	129	)iff 4	49.5	
pH_Check	7.68	pH_Logger	7.6	)iff (	).08	
ST_Check		ST_Logger				
SM_Check		SM_Logger				
WO Comment	Cleaned turb/DO.	Lots of sediment in hou	sing.		<b></b>	

Logsheet LoaderWater Quality Inspection completed



### **Rainfall Inspection:**

- **1.** Click the 'Inspection Rainfall' tick box in the Logsheet Loader Form. This will bring up where the Rainfall information is recorded.
- 2. Enter the Dipstick, Glass, OTA and ROM values in the 'Rain Check Dip', 'Rain Check Flask', 'Logger Total (OTA)' and 'Logger Total (ROM)' boxes respectively

Before entering the 'Glass' value tally up the measured rainfall recorded on the chit to make sure it does equal the value the Staff member has recorded on the chit as the 'Check Gauge (Glass)- draw a tick next to the values totalled to confirm the value is correct

Make sure the OTA value recorded on the Chit has been divided by 2 (or multiplied depending on the site) to get the true value e.g. written on chit OTA = 726, /2 = 363 latter value typed in 'Logger Total (OTA)' box - draw a tick next to the values totalled to confirm the value is correct

### IF THERE IS NO RAIN CHECK FLASK VALUE AND/OR OTA VALUE ENTERED INTO THE LOGSHEET LOADER IT WILL NOT LOAD TO HILLTOP – In this case type '-1' into these fields to allow it to load

- **3.** If the Rain Gauges were emptied, cleaned and/or zeroed tick the appropriate boxes. If only some of the Rain Gauges were cleaned/emptied and/or zeroed DO NOT tick the box but note down in the 'Rain\_Comment' box which ones were.
- **4.** Enter the Manual tips start and end times in the appropriate boxes if any were carried out Make sure you type 4 values e.g. 0945 not 945.
- **5.** Type in how many manual tips occurred for the OTA and ROM in their respective boxes if any manual tips occurred
- 6. In the 'Rain\_Comment' box it is <u>very important</u> to record anything noted on the Chit that is relevant to Rainfall measurements. This includes but is not limited to: Rain Gauge condition (blocked, stopped working, leaking, cleaned etc.), site work (weed whacked, sprayed, new weed matting etc.), validation/calibration (how many tips, pass/fail etc.), instrumentation (changed, broken etc.). Also if the Rain totals were recorded on arrival and leaving these can be noted down.
- Click in each of the boxes to the right of the screen to generate the statistics (Primary Difference (%) etc.). If the gauges were validated tick the box along with how many tips were measured (if noted on chit) and tick the 'Validation Pass' box if they passed.
- 8. Click 'Load to Hilltop' once finished.

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INSPECTION	DATE 22/1/14	N7ST	regional counci
PROGRAMME CHANGE		NZDT	1100
LOGGER RESTART	DAY NO 22	WEATHER	Divercest
GAUGING: START / FI	NISH	Programme	Signature
Logger Download: Y /	' N Type:	File Name:	
Signal:	mV∕Dials Diff:	Ext. SG - EPB	
Cext. Sta	m*⁄mm	Logger - EPB	mr
Ont. EPE		Ext. SG - Logger	
19Logger.		Logger - Backup	
Backup.		Purge: Y ∕ N	@ N2
Turbidity	NTU Signal (.	Ps	mV)
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+7sample.	Sensor Cl	eaned Y/N	Discoloured / Clea
47emper <mark>/</mark> ture	°C No: Lo	%ger*	C Diff*
Battery (ON Load / OFF	- Load)	V house	14.2
34-1-	22/	1000	
Check Gauge	Dipsticks) OTA 726	/2	ROM 399 m
~ 3	45 (Glass) = 363 V	mm	S.M.:
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Rainfall Field Inspection Chit with information circled in red needs to be entered into the Logsheet Loader. Information circled in yellow needs to be checked to make sure it equals the recorded Check Gauge Glass but not entered into the Logsheet loader.



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»	Startup HYD_Site_Inspections	HYD_Inspection_Site	HYD_Inspection_Rain					
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	Akitio at Toi Flat							
	Date of Inspection	22/01/2014						
	Rain Inspection Time	10:00						
	Rain Check Dip	340						
	Rain Check Flask	345	345000		Drimony Diffor	onco (%)	5.0	
	Logger Total (OTA):	363	363000		(Logger/Flask	Total)	-3.2	
	Logger Total (ROM)	399			Gauge Differer (OTA vs. ROM)	nce (%)	9	
	Rain Check Emptied				Secondary Diff	erence	14	
ane	Rain Check Cleaned				(%)			
ion P	Rain Check Zeroed				Sensor Validate	d:		
lavigat	Manual Tips Time Start	9:54			Validation Passe	ed:		
~	Manual Tips Time End	10:00						
	Rain Manual Tips OTA	3						
	Rain Manual Tips ROM	2			Load to Hilltop			
	Rain_Comment	Check Gauge blocked up arrival r1 = 726 r2 = 399	on arrival. On ).					
		,Check Gauge blocked u	pon arrival. On a					
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Rainfall Logsheet Loader Inspection completed



#### Section No: Page:

### **Turbidity Inspection:**

- 1. Click the 'Inspection Turbidity' tick box in the Logsheet Loader Form. This will bring up where the Turbidity information is recorded.
- 2. The Turbidity time will be automatically generated from the time entered for the Field Inspection; if this is not correct change it.
- 3. Tick the 'TURB Sampled' if one was taken. For SOE inspections this needs to be ticked. Type in the sample number if recorded on the chit if this was already entered when selecting 'SOE Inspection' on the main page of the Logsheet Loader this will automatically appear here along with the River Colour.
- 4. Tick the 'Turb Cleaned' box if the sensors were cleaned

If the sensors were cleaned <u>after</u> the sample was taken do a separate turbidity record; this box should only be ticked if the sensor was cleaned prior/while the sample was taken (note the time in the comments section)

5. Enter the Turb Inline and WTW Controller values written on the chit. These are the <u>screen values</u> recorded at the site and will usually be in brackets () along with the WTW High and WTW Low values. The latter values are <u>NOT</u> typed into the WTW Controller box.

### IF THERE IS NO RIVER COLOUR AND/OR WTW CONTROLLER VALUES ENTERED IT WILL NOT LOAD INTO HILTOP – In this case enter '-1' into appropriate boxes to allow it to load

- 6. In the 'Turb\_Comment' box it is <u>very important</u> to record anything related to Turbidity measurements at the site written on the chit. This includes but is not limited to: if SOE sample taken, comments on sensor condition (blocked, buried under gravels, dirty, damaged etc.), vegetation (covered in weeds, logs etc.), instrumentation (changed, not working, has been shifted etc.), location of measurement, Autosampler information (autosampler failed etc.). If other sensors are recording at the site (e.g. HACH, Greenspan) record the sensor and its value. If a WTW high, WTW low and Inline Turb value (not in brackets) is noted on the chit record these values as well.
- 7. Tick the 'Sediment Gauging' box if one was conducted
- **8.** If an Autosampler is operating at the site tick the 'AutoSampler Active' box, enter the Start time, interval per sample and number of bottles per sample in their appropriate boxes.
- 9. Click 'Load to Hilltop' once complete
- **10.** If another Turbidity reading/sample was taken click the 'Add record' button (pencil button) to create another entry and repeat above steps.

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Field Inspection Chit with Information circled in red for Turbidity Inspection to be entered; Green circled information to be entered into the comments section

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Logsheet Loader Turbidity Inspection competed



### **Pump Inspection:**

- 1. Where a site has a pump select the 'Pump Systems' tab at the bottom of the main Logsheet Loader page for the Site Inspection
- 2. Select from the dropdown menu if the pump was working on arrival
- **3.** Tick the 'Pump\_CleanCuvette' and 'Pump\_Purged' boxes if the pump cuvette was cleaned and/or purged
- **4.** If the Pump Pressure and Flow rate is written on the chit type these into 'Pump\_Pressure\_End' and 'Pump\_Flow\_Rate' boxes respectively in the 'Leaving' Section <u>unless</u> they specifically state they are the values on arrival, in which case they should be typed into the 'On Arrival' section
- 5. In the 'Pump\_Comment' box record anything regarding the pump operating/not operating at the site recorded on the chit. This includes but is not limited to: Pump condition (working/not working on arrival/departure, turned on/off, blocked, working slow etc.) and whether it is working/not working on departure.

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Turbidity

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Logsheet Loader Inspection for Pump completed

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Water Temperature

Rainfall Inspection

Water Level

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Water Quality



### **Survey Inspection:**

- 1. Click the 'Survey Calibration' tab at the bottom of the main Logsheet Loader page for the Site Inspection
- 2. Tick the 'SRY Surveyed' box if a survey was carried out. This includes if benchmarks were added/re-measured, surveying the ESG, cross sections etc.
- 3. Type the Level Book number in the 'SRY LevelBook' box If not recorded on Chit leave blank
- **4.** Type the page number in the above Level Book in the 'SRY Pages' If not recorded on Chit leave blank

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Logsheet Loader Survey Inspection information entered



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Hydrology Operations Manual



Instrumentation Change Inspection

## Instrumentation Change Inspection:

- Where instrumentation has changed for any data source not only does it need to be noted in the appropriate inspection section within the Logsheet Loader but also in the general 'Instrumentation' Inspection section. This is located to the right on the main Logsheet Loader page for the Site Inspection. Clicking the 'Instrument' button will bring up the Instrumentation Inspection
- 2. Click the 'New (blank) Record' button in the bottom left hand corner. Unlike other inspection sections all the Instrumentation Inspections that have been done at the site can be viewed in this section by clicking the arrows in the bottom left hand corner.
- **3.** Enter the Sensor that is being removed in the 'INST\_OUT\_Type' box along with the serial number (if recorded on the Field Inspection Chit) in the 'INST\_Out\_SerialNumber' box
- **4.** Enter the Sensor that is being installed in the 'INST\_In\_Type' box along with the serial number ( if recorded on the Field Inspection Chit) in the 'INST\_n\_SerialNumber' box
- 5. If the change in instrumentation resulted in an offset change (e.g. change of Sutron for recording Stage) tick the 'INST\_OffsetChange' box along with entering what the offset was and what it is being changed to (if noted on the chit) in the 'INST\_Offsetwas' and 'INST\_OffsetNow' boxes respectively.
- 6. In the 'Comment' section record any information about the change of instrumentation. This includes but is not limited to: instrumentation range, model and make and what was wrong with instrument
- 7. Click the 'Exit' button at the top of the screen when finished it will automatically save.

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Field Inspection Chit with Information circled in red for Instrumentation Logsheet Loader Inspection



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Logsheet Loader Inspection for Instrumentation completed



## **Completion:**

Once all the information from the Field Inspection Chit has been entered into the appropriate sections in the Logsheet Loader the Chit needs to be stamped to verify it has been entered along with the Julian Day being ticked (if correct). The chit is then filed away in the site drawer.